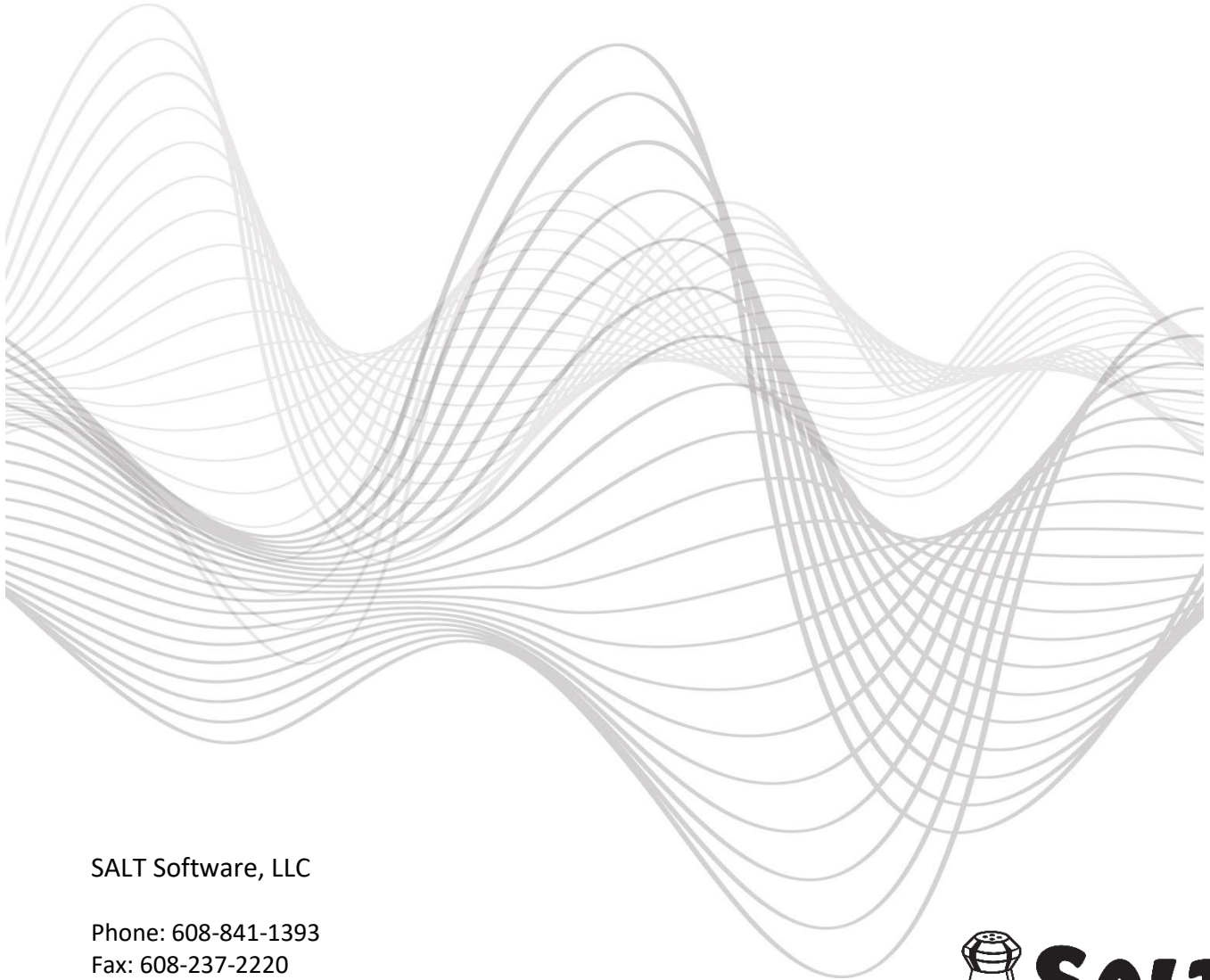# STEP-BY-STEP EXERCISE

Entering a Spanish Transcript

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Entering a Spanish Transcript

In this exercise, you will use the SALT editor to enter a short Spanish transcript and automatically identify the word roots and reflexive pronouns.

A. Entering Diacritic Characters

The Spanish diacritic characters can be accessed several ways. The appendix at the end of this document lists several options. Before entering the short Spanish transcript included in this exercise, make sure you have a viable method for entering diacritic characters.

B. Begin a New Spanish Transcript

1. SALT begins with the Getting Started window. In this exercise, you will be creating a new transcript so click the **New** button and you are presented with the "New Transcript" dialogue box. *Note that selecting "New" from the Getting Started window is the same as selecting* **File menu → New**.

2. Enter sample header information including the child's **First name** (*you choose*), **Gender** (*you choose*) and **Current age** *(7;2)*. From the second column, select the **Sampling Context** (Nar) and **Subgroup** (FGTD) for Narrative retelling the story <u>Frog Goes to Dinner</u>. If you are not sure how to do this, refer to the exercise titled "Entering a Transcript".

3. Change the **Target Language** setting to **Spanish**.

4. Assume the target speaker is a bilingual (Spanish/English) speaker. Check the **Bilingual** box and make sure **SE** (*for Spanish/English*) is selected. The bilingual setting will influence the database pre-selected for comparison. *Note that if the speaker is a monolingual Spanish speaker, you would change the Target Language to Spanish but would not check the Bilingual box.*

5. Click **OK** to close the header dialogue box and you are presented with a new transcript window. Note that the Language plus line indicates SPANISH and the Bilingual plus line indicates SE (*for Spanish/English*).

C. Type in a Short Transcript and Check it for Errors

1. Type in a short Spanish language sample.

   - Type in the eight sample entries as they are listed below. It doesn't matter if you type in upper or lower case. Be sure to start each utterance in the 1st column. There should be one blank space between the speaker identifier (*E or C*) and the utterance. End each utterance by pressing the <**Enter**> key. Begin the first entry on the line following the initial timing line (- 0:00).

     E Dímelo por favor.
     C No puedes.
     E Recuerdas que el niño abrió la ventana?
     C Y después el perro se cayó.
     ; 0:02
     C (Y) y no sé nada más.
     E Contínua.
     C El niño dijo, "Rana, Rana, dónde estás"?

2. Check for transcript-entry errors.

    -   Click the check icon [✓] or select **Edit menu → Check for Errors**.

    -   You should be informed that there were "No errors or warnings found." Press **OK** to continue.

        Note: If you made errors while typing in this sample transcript, go back and correct them. If you're not sure how to use the SALT editor to position you at the point of each error, refer to exercise titled "Entering a Transcript".

D. Check the SALT Language Settings

At this point it is a good idea to check the current language setting to make sure it is set up correctly for working with Spanish transcripts. The language setting affects five parts of the SALT program: 1) the contents of the standard word lists; 2) the automatic identification of word roots, if associated root identification files (RIFs) are specified; 3) the availability of the "Clitic Tables" option in the Analyze menu; 4) the date format; and 5) the report labels.

The current language is displayed on the right-hand side of the status bar at the bottom of the main window. By default, the current language is taken from the "+Language" entry in the transcript. The current language should be "Spanish" because you selected "Spanish" as the language when creating this transcript (*Section B above*).

1. Click on the Language icon [LANG] on the toolbar or select **Setup menu → Language Settings**.

2. Click the **Reset** button to return the Language settings to their default values (*in case they were changed*).

3. The first column lists the built-in languages which include "English", "Spanish", "French", or "<unused>". SALT gets the current language from the "+Language" entry in the transcript. If the "+Language" entry is either missing from the transcript or contains some language other than English, Spanish, or French, then the first language, "English", is used.

4. The second column indicates whether bound pronominal clitics are marked in the language. The **Uses Clitics** check box should be checked for Spanish (*attached pronominal clitics are marked with a plus sign, e.g., da+me+lo*)**.**

5. The third column indicates whether the Grammatical Category reports are available in the Analyze and Database menus. **Currently the grammatical categories algorithm is based only on English and should not be checked for other languages.**

6. The fourth column indicates whether the specified root identification file is active. The **Active RIF** check boxes should be checked for the English Inflections RIF, the two Spanish RIFs, and the French Verbs RIF**.**

7. Click **OK** to close this dialogue box.

E. Identifying Root Words and Reflexive Pronouns

For SALT to correctly analyze a highly inflected and pronominal language such as Spanish, root words, plurals, and reflexive pronouns need to be identified. Rather than having to type in these codes during the transcription process, SALT has an edit feature that automates this process. The following two Spanish word files are used for this identification:

Spanish Verbs contains a complete list of over 469,000 verbs. The only verbs intentionally left out of the file are "las", "la", "les", "le", "lo", "una", and "uno" due to their word form overlap with specific articles and pronouns. This file may be used to identify the root forms of all the verbs in the transcript.

Spanish Nouns and Clitics contains approximately 1,300 of the words used most often to retell the *Frog, Where Are You?* story. Because this is not a complete list, you should identify the plurals, diminutives, superlatives, and bound pronominal clitics as you are typing your transcript. This file may then be used to catch those you miss.

1. **Read about identifying root words and reflexive pronouns.**
    *   Click on the help icon [F1?] on the toolbar near the top of the screen or press the **F1 function key**.

    *   Click on "**Root Identification |**" under *Specific Entry Conventions* and read about using the vertical bar "|" to identify root words in the *Spanish transcription* section.

    *   After reading this section, click the **Back** tab near the top of the window.

    *   Click on **Reflexive vs Non-Reflexive Pronouns (Spanish)** and read about using the [X] code to identify reflexive pronouns.

    *   Close the help window.

2. **Identify root words and reflexive pronouns.**

    *   Select **Edit menu → Identify Roots**.

    *   A dialogue box is displayed and the first word recognized by SALT as requiring a root word or reflexive pronoun [x] code is highlighted in the transcript, in this case, "puedes".

    *   There is only one choice for the word root, "poder", and it is highlighted in the dialogue box. Sometimes, however, there are several choices for you to select from. There are three ways to select the correct choice: 1) type the number on your keyboard that is displayed in front of the correct choice (#1 in this case); 2) highlight the correct choice and click OK; or 3) double-click the correct choice.

    *   Type the number **1** on your keyboard (*do not press the <Enter> key*).

    *   SALT automatically inserts a vertical bar "|" followed by the selected root word and choices for the next word found are displayed in the dialogue box.

    *   Select the appropriate root word for the next two verbs, **recorder** and **abrir**.

- The next word selected is the word **se** in the utterance "Y después el perro **se** cayó". This word has two options.

- Type the number **2** to select the 2nd option, **se[x]** since, in this context, "se" is a reflexive pronoun.

- The next word selected is **cayó**. Select "caer".

- Select the appropriate root word for the next verb, **sé**.

- Note that the next selected word, the noun **nada**, is recognized as being both a noun "nada" and a verb form "nadar".

- Select the noun form and notice that nothing is inserted after the word "nada".

- Continue selecting the appropriate root words for the rest of the words identified in the transcript.

- After the last word has been identified, you are informed that the root identification process is completed; **click OK**, and the Identify Roots window closes.

The Spanish transcript should now have all root words and reflexive pronouns identified.

Sample entries

E Dímelo por favor.
C No puedes|poder.
E Recuerdas|recordar que el niño abrió|abrir la ventana?
C Y después el perro se[x] cayó|caer.
; 0:02
C (Y) y no sé|saber nada más.
E Contínua.
C El niño dijo|decir, "Rana, Rana, dónde estás|estar"?

F. Save the Transcript File

Note: Although your transcript files may be stored on any drive or folder, the default transcript folder is the folder first displayed when you open or save files. These exercises assume the default transcript folder is the *My SALT Data\Transcripts* folder located within your *Documents* folder. This folder was created the first time you ran the SALT program.

Note: You do not need this transcript for any of the other exercises. If you prefer not to save this transcript, skip this step and go on to step 2 for instructions on printing the transcript.

1. Click the save icon ⊞ or select **File menu → Save** or **File menu → Save As...** and you are presented with the "Save As" dialogue box. Unless you changed the default transcript folder, you are prompted to save the folder in the *My SALT Data\Transcripts* folder within your *Documents* folder.

2. Click in the "File name:" box and type the name of the transcript file. You may use any name you want, perhaps the child's initials and the date of the sample as YYMMDD (e.g. **TK110315**). The SALT transcript extension ".SLT" will be automatically added to the end of the filename.

3. Click the **Save** button and your transcript is saved.

G. Print the Transcript in a Readable Format

1. Click the print icon or select **File menu → Print...** and you are presented with the "print transcript" dialogue box.

2. From the first section, select **Suppress non-error [codes]** to suppress the reflexive [x] code, and all other non-error codes, from being displayed. Note that the list of error codes, by default, include codes that begin with "EO", "EP", "EW" or "EU". This error-code definition can be changed using the "Setup menu → Lists → Current Code Lists" option.

3. From the first section, also select **Suppress all root identifiers "|"** to print the transcript without including the root identifiers.

4. From the middle section, check **Number the entries <u>All entries,</u> Located within… <u>Entire transcript</u>** to number all the entries in the transcript.

5. Click the **Preview** button to view the formatted transcript. Notice that the entries are numbered and that the [x] codes and the identified roots are not included. This results in a more readable transcript.

6. If you want to print this formatted transcript, click the print icon again or select **File menu → Print...**. Because you are now printing a report document, not a transcript, you are presented with the standard print dialogue box. Click **OK** to print or **Cancel** to cancel the print.

H. Close All Windows.

- Select **Window menu → Close All**.

Appendix: Character Sets

SALT supports the UTF-8 character set which includes all the Spanish and French characters.

Are these characters built into the SALT program? No, other character sets are not built into the SALT program although they are accessible from within SALT in the following ways:

- **Windows® OS methods of accessing the diacritic characters**

  Method 1: Using the standard Windows® keyboard.

  This is an easy method but may or may not work for you, depending on your operating system and/or keyboard.

Hold down the CTRL key and type *(then release the keys)*	Then type	To get
' (single quote)	a, A, e, E, i, I, o, O, u, U, y, Y	á, Á, é, É, í, Í, ó, Ó, ú, Ú, ý, Ý
` (back quote)	a, A, e, E, i, I, o, O, u, or U	à, À, è, È, ì, Ì, ò, Ò, ù, or Ù
: (colon)	a, A, e, E, i, I, o, O, u, U, y or Y	ä, Ä, ë, Ë, ï, Ï, ö, Ö, ü, Ü, ÿ, or Ÿ
^ (caret)	a, A, e, E, i, I, o, O, u, or U	â, Â, ê, Ê, î, Î, ô, Ô, û, or Û
~ (tilde)	a, A, n, N, o, or O	ã, Ã, ñ, Ñ, õ, or Õ
, (comma)	c or C	ç or Ç

Other character combinations are also available.

  Method 2: Add the "United States International" input language.

  This option involves adding an input language to your keyboard. It's a one-time setup and allows you to switch between your default keyboard and the United States International keyboard.

  Windows® 10: To add the US International keyboard in Windows 10, go to Settings from the windows icon at bottom left. Click on Time and Language, the Region and Language. You should see English (United States) ... [*assuming you are in US*]. Click on it and a button labeled OPTIONS will appear. Click on the OPTIONS button. Now you will see an option to ADD a KEYBOARD. Click on that and then scroll down the list until you see United States International. Click to add it to your language bar.

  Rather than provide instructions for each operating system, use the Windows help option to search for instructions. Search for "add or change input language". Follow directions to add the "United States International" keyboard located within the "English (United States)" keyboard.

  Once the keyboard is added, there should be an icon added to your system tray, which looks like a small keyboard. This icon allows you to switch between your default keyboard and the US International keyboard. When the language setting is set for "United States - International" you can access most of the special characters as follows:

Hold down the RIGHT ALT key and type	To get		First type " (double quote), then type	To get
a or A	á or Á		u or U	ü or Ü
e or E	é or É		SPACE BAR	"
i or I	í or Í		Note: to type the single or double quote in your transcript, type the quote followed by a blank space.	
o or O	ó or Ó			
u or U	ú or Ú			

n or N	ñ or Ñ	
number "1" key	¡	
slash key "/"	¿	

Other character combinations are also available.

- **Mac OS** **method of accessing the diacritic characters**

  Using the standard Mac keyboard.

  This is an easy method but may or may not work for you, depending on your operating system and/or keyboard.

Hold down the <option> key and type *(then release the keys)*	Then type	To get
e	a, A, e, E, i, I, o, O, u, U, y, Y	á, Á, é, É, í, Í, ó, Ó, ú, Ú, ý, Ý
n	a, A, n, N, o, O	ã, Ã, ñ, Ñ, õ, Õ
` (back quote)	a, A, e, E, i, I, o, O, u, U	à, À, è, È, ì, Ì, ò, Ò, ù, Ù
u	a, A, e, E, i, I, o, O, u, U, y, Y	ä, Ä, ë, Ë, ï, Ï, ö, Ö, ü, Ü, ÿ, Ÿ
i	a, A, e, E, i, I, o, O, u, U	â, Â, ê, Ê, î, Î, ô, Ô, û, Û
a or A		å or Å
1		¡
Hold down the <shift> and <option> keys and type *(then release the keys)*		**To get**
?		¿

Other character combinations are also available.

- **3rd party software.**

  There are several free software applications, which may be downloaded to provide easy access to the other character sets, e.g., www.onehourprogramming.com.

- **Using the "Edit menu → Insert Symbol" option in SALT.**

  The "Edit menu --> Insert Symbol" option in SALT allows you to set up a list of characters that can be inserted into the editor using minimal keystrokes. By default, the list contains the non-standard keyboard characters used for Spanish and French but this list can be edited to suit your needs. Select the "Help" option from this dialogue box for details.

- **Use other word processor.**

  Alternatively, you may prefer to type the entire transcript in Microsoft Word or some other word processor where other character sets are available. You can try to just cut/copy and paste the text from Microsoft Word (or other word processor) into the SALT transcript window though this does not always work. Alternatively, save the transcript as a text file and rename the text file with the extension .SLT (rather than .TXT).

Also see the following SALT YouTube videos:
- Inserting Spanish characters with Windows (4:38)
- Inserting Spanish characters with Mac (2:58)